

**Arizona Department of Health Services  
Division of Behavioral Health Services  
PROVIDER MANUAL**

**Section 3.22 Out-of-State Placements for Children and Young Adults**

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**3.22.1 Introduction**

At times, it may be necessary to consider an out-of-home placement for a child or young adult in order to effectively meet the person's safety and behavioral health needs. Under certain conditions, a placement outside of Arizona may be necessary to meet the person's unique circumstances or clinical needs. The following factors may lead a child and family team or the person's treatment team to consider the temporary placement of a child or young adult in an out-of-state treatment facility for behavioral health treatment:

- A child or young adult may need specialized programming not currently available in Arizona to effectively treat a specified behavioral health condition;
- An out-of-state placement's treatment approach may incorporate and support the child's or young adult's unique cultural heritage;
- A lack of current in-state bed capacity; or
- Geographical proximity that supports and facilitates family involvement in the person's treatment.

ADHS/DBHS wants to ensure that decisions to place children or young adults in out-of-state placements for behavioral health care and treatment are examined closely and are made after other options have been reviewed by the child and family team or the person's treatment team. Other options may include the provision of support services in the context of the person's current living situation, single case agreements with in-state providers that would allow enhanced programming or staffing patterns to meet the specific needs of the person, or the development of a treatment plan that incorporates a combination of support services and clinical interventions and takes advantage of the full extent of all available covered services. In the event that an out-of-state placement is necessary and supported by the child and family team, or the person's treatment team, T/RBHAs and their providers must follow the steps and procedures outlined in this section.

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#### 3.22.2 References

The following citations can serve as additional resources for this content area:

- [AHCCCS/ADHS Contract](#)
- [ADHS/T/RBHA Contract](#)
- [ADHS/DBHS Child and Family Team Practice Improvement Protocol](#)
- [ADHS/DBHS Behavioral Health Covered Services Guide](#)
- [Arizona Department of Education Certification Standards](#)

#### 3.22.3 Scope

##### **To whom does this apply?**

All persons through the age of 20 being considered for or currently placed in an out-of-state placement.

#### 3.22.4 Did you know...?

Coordination must occur with the person's AHCCCS health plan or other health care provider for the provision of acute care services in the state in which the person will be placed.

#### 3.22.5 Objectives

T/RBHAs and their providers shall ensure that out-of-state placements for persons through the age of 20 serve the individual needs of the person and have been determined to be more appropriate and beneficial than available in-state services.

#### 3.22.6 Definitions

[Child and Family Team](#)

#### 3.22.7 Procedures

##### **3.22.7-A. General requirements**

ADHS/DBHS has the following criteria for providers who are considering an out-of-state placement for a child or young adult:

- The available in-state services have been considered and do not adequately meet the specific needs of the person and the child's family/guardian is in agreement with the placement;
- The out-of-state placement must be registered as an AHCCCS provider;
- The out-of-state placement must meet the Arizona Department of Education certification standards; and
- A plan for the provision of non-emergency medical care is established.

##### **3.22.7-B. Before placing a child or young adult in an out-of-state placement...**

- **[RBHA insert information here on who does this, the T/RBHAs or their providers]** are required to document in the comprehensive clinical record that the following conditions have been met before an out-of-state placement is made:
- All less restrictive clinically appropriate approaches have either been provided or considered and found not to meet the person's needs;

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- The child and family team or person's treatment team has been involved in the treatment plan development and are in agreement with the out-of-state placement;
- A proposed treatment plan that includes a discharge plan has been developed which addresses both the needs and strengths of the person;
- Prior authorization requirements in [Section 3.14, Securing Services and Prior Authorization](#), have been followed;
- The Arizona Department of Education has been consulted to ensure that the educational program in the out-of-state placements meets the Arizona Department of Education's certification standards and the specific educational needs of the person;
- Coordination has occurred with other state agencies involved with the person;
- The person's health plan has been contacted and a plan for the provision of any necessary non-emergency medical care is included in the comprehensive clinical record **(T/RBHA insert information here – clarify who is responsible for this activity)**; and
- Cultural considerations have been explored and incorporated into the treatment plan.

#### **3.22.7-C. At the time a child or young adult is placed in an out-of-state placement...**

For a person placed out-of-state, the treatment plan developed by the child and family team or person's treatment team shall require that:

- Discharge planning is initiated at the time of placement, including:
  - The measurable treatment goals being addressed by the facility and the criteria necessary for discharge back to in-state services;
  - The possible or proposed in-state residence where the person will be returning to and the recommended services and supports required once the person is discharged from the facility;
  - What needs to be changed or arranged in order to accept the person for subsequent in-state placement to meet the person's needs;
  - How effective strategies implemented in the out-of-state placement will be transferred to the persons' subsequent in-state placement; and
  - The actions necessary to integrate the person into family and community life upon discharge.
- The child and family team or the person's clinical team actively reviews the progress of the person and clinical staffings occur every 30 days and, to the extent possible, must include the staff of the out-of-state facility;
- The person's family/guardian is involved throughout the placement; this may include family counseling in person or by teleconference or videoconference;

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- The Child and Family team or the person's treatment team ensures that essential and necessary health care services are provided; and
- Home passes are allowed as clinically appropriate and in accordance with the [ADHS/DBHS Behavioral Health Covered Services Guide](#).

#### **3.22.7-D. Initial notification and periodic updates**

T/RBHAs are required to notify the ADHS/DBHS Medical Director at the time of the referral for out-of-state placement. As such, a T/RBHA may require its subcontracted behavioral health providers to provide notification for forwarding to ADHS/DBHS.

**(T/RBHA enter specific information here)**

In addition, every three months the T/RBHA is required to submit updates to the ADHS/DBHS Medical Director regarding the person's progress in meeting the identified criteria for discharge from the out-of-state placement. Again, the T/RBHA may require its subcontracted behavioral health providers to provide information to include in the T/RBHAs update to ADHS/DBHS.

**(T/RBHA enter specific information here)**

The T/RBHAs must use [PM Form 3.22.1](#) to meet the notification requirements to the ADHS/DBHS Medical Director. T/RBHAs may ask that providers assist with providing the information required on the form.